

Special Meeting Minutes
Aurora Charter School
April 24, 2014

Present: Rob Harvey, Carmen V. Narciso, Bianca Boomer, Samantha Berryhill, Matt Cisewski

The meeting was called to order at 2:50 PM.

Agenda:

1. Executive Director Job Description:
 - a. Samantha explained the Hiring Committee's plans to post the job description to Minnesota Association of Charter Schools (MACS) and St. Cloud State's Ed Post. She explained that the committee had formed two sub-committees, one to create the job description and one to design the interview process.
 - b. The job description was presented in two different ways, as the full job description and as an abbreviated version for the job posting.
 - c. The job description was designed to meet statutory requirements and meet the specific needs of the school at this point and is written in a way that allows for revision as the position changes and as progress is made toward implementing the team leadership model. Small changes were made to items 11 and 14 to make the language more conducive of the partnership/team leadership model in order to protect the employees and the school.
 - d. There was a brief discussion regarding the other leadership positions and what those titles might be, but this will require further discussion at a future meeting.
 - e. The Board discussed which job description should be posted to Ed Post, the long or abbreviated version.
 - f. The Board discussed the job posting terms, suggesting that the application window begin on April 25th and end on May 5th at 11:59 PM. Carmen motioned to approve the application window, and Bianca seconded the motion. The Board unanimously approved the window.
 - g. Samantha motioned to use the short version for the job posting and have the longer version available upon request. Carmen seconded the motion, and the Board unanimously approved the job description.
2. Preschool:
 - a. Matt explained that Aurora Charter School is interested in officially expanding to include a state accredited preschool. ACS has been reporting this program as a daycare. It in fact uses more of a preschool model and would need state approval to continue next year.
 - b. The application for expansion of a preschool program was due on January 2, 2014.
 - c. A letter was sent to ACNW asking for an extension on the submission of the application for expansion of a preschool program. This extension was granted by ACNW.
 - d. Bianca motioned to approve the preschool expansion application, and Carmen seconded the motion. The Board unanimously approved the application.

The meeting was called to a close at 3:46 PM. Carmen motioned to close the meeting, Samantha seconded the motion, and the Board unanimously agreed.